AFC Global Markets User Manual

Ver 1.1

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1. Installation

1.1 System Requirements

	Minimum Requirement
Hardware	Minimum of a Pentium IV processor and 512 megabytes (MB) of SDRAM.
Internet Connection	It is recommended that you use a high capacity line such as DSL, Broadband, Cable, and T1. However the platform is designed to function effectively on speeds as low as 256 KB/s.
Hard Drive	Available hard disk space should be no less than 100 MB. We recommend at least a 512MB Video Card and a full size monitor.
.Net Framework	Minimum Microsoft .Net Framework 4 or later.
Operating System	_Windows XP with Microsoft .Net Framework 4 or later. _Windows Vista (32bit & 64bit) with Microsoft .Net Framework 4 or later. _Windows 7 (32bit & 64bit) with Microsoft .Net Framework 4or later. _ No other operating systems are supported (Mac, Linux, Unix, etc).
User Account Control (UAC)	Disable User Account Control (UAC) on Windows Vista and 7
Networking	Access to IP 89.108.164.10 port 4801 and IP 212.47.180.32 port 4801.

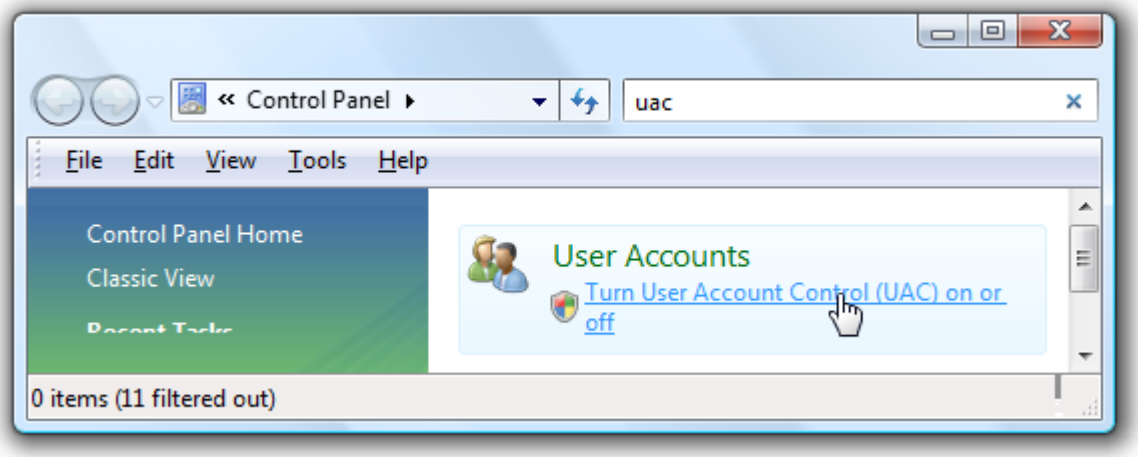
1.2 Installation

1.2.1. Check/Install Microsoft .Net Framework installed on your PC.
The version should be minimum 4.
You can check it through: Start → Control Panel → Programs.
You will find Microsoft .Net Framework 4.exe within the contents of the CD.
Run the setup package to install.

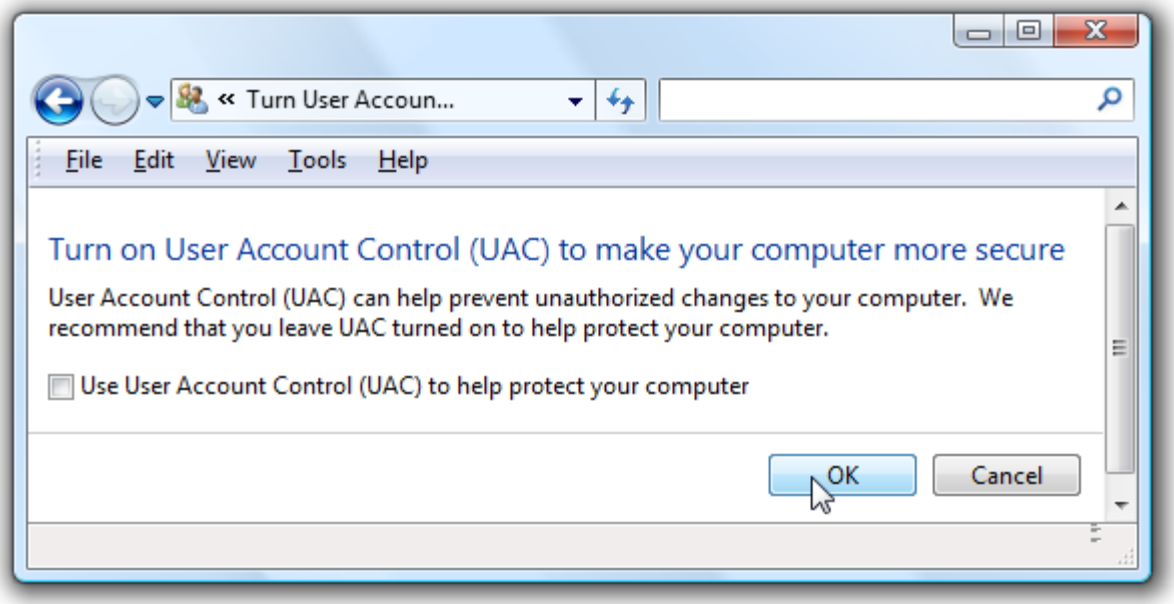
1.2.2. Install the **AFC Global Markets™** Platform
You will find Setup.exe within the contents of this CD.
Run the setup package to install.

1.2.3**.** Disable UAC on Windows Vista

Open up Control Panel, and type in "UAC" into the search box.
You'll see a link for "Turn User Account Control (UAC) on or off":



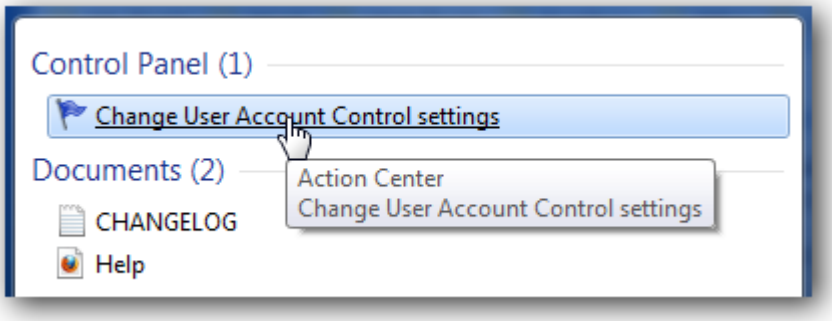
On the next screen you should uncheck the box for “Use User Account Control (UAC)”, and then click on the OK button.


« Turn User Accoun...
File Edit View Tools Help
Turn on User Account Control (UAC) to make your computer more secure
User Account Control (UAC) can help prevent unauthorized changes to your computer. We recommend that you leave UAC turned on to help protect your computer.
Use User Account Control (UAC) to help protect your computer
OK
Cancel

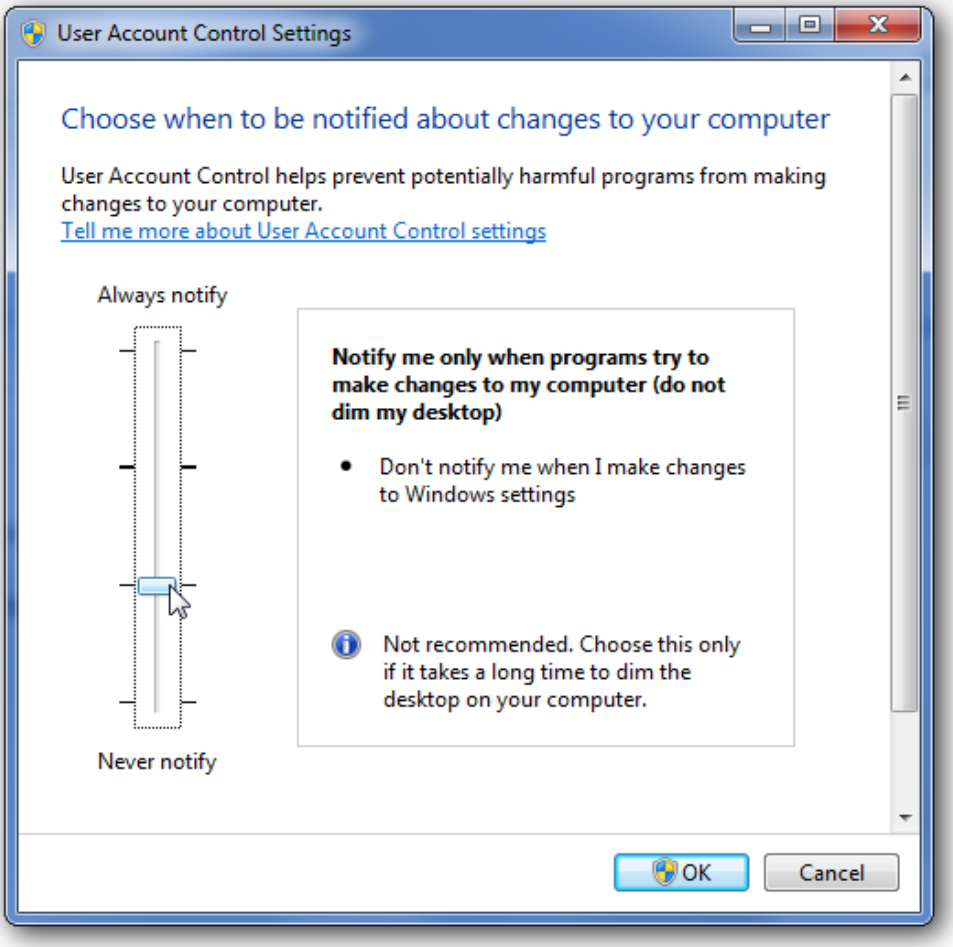
You’ll need to reboot your computer before the changes take effect

Disable UAC on Windows 7

Just type UAC into the start menu or Control Panel search box.



You can simply drag the slider up or down, depending on how often you want to be alerted.
If you drag it all the way down to the bottom, you'll have disabled it entirely


User Account Control Settings
Choose when to be notified about changes to your computer
User Account Control helps prevent potentially harmful programs from making changes to your computer.
Tell me more about User Account Control settings
Always notify
Never notify
Notify me only when programs try to make changes to my computer (do not dim my desktop)
Don't notify me when I make changes to Windows settings
Not recommended. Choose this only if it takes a long time to dim the desktop on your computer.
OK
Cancel

1.3 Logging On

This can be done in one of two ways:

1) Double click on the AFC Global Markets icon on your desktop

2) Click on the Start button

- Choose **Programs**
- Choose **Arab Finance Corporation**
- Choose **AFC Global Markets**

When the login screen appears you will be prompted for a User Name & Password.

1.4 Change password

- Click on **File** on the Menu Bar

- Click on **Change Password**.

- Type in the old password and New password.

- Click **Ok**.

The password must contain:

- At least 8 Characters
- At least one non-alphabetical character, such as @ # & * ^ % : ( )
- At lease on upper-case alphabetical character
- At least one lower-case alphabetical character
- At least on numeric character

2. Layouts and Views

2.1 General

The platform is comprised of layouts, views, and panes. Each layout can contain up to 8 customizable views, each view can contain up to 6 customizable panes.

2.2 Opening an Existing Layout

- Click on **File** on the Menu Bar

- Click on **Open**. A preloaded selection of Existing Layout pages will appear.

- Highlight one of these.

- Click **Ok**.

- The existing layout will then automatically open and be displayed.

2.3 Creating a New Layout

- Click on **File** on Menu Bar

- Click on **New**.

- A new layout will then automatically open and be displayed.

You have effectively given yourself a clean slate with no preset settings or windows. This enables you to create a personalized custom layout suited specifically to your own needs. You are then free to choose which windows to open and more importantly which windows not to open.

2.4 Saving a Layout

After you have created a layout to your satisfaction you will need to save it:

- Click on **File** on Menu Bar

- Click on **Save As**. A ”Save Layout As” window will open asking you to name your new layout.

- **Name** your newly created layout.

- Click **Ok**.

Always the recently saved layout will be automatically opened are login.

It is also important to remember that whenever a change is made to an existing layout, you must save those changes:

- Click on **File** on Menu Bar

- Click on **Save Layout**.

Whenever you exit the program you will be asked if you would like to save the existing layout before closing. If your response is “yes” then all changes made during your trading day will be saved and the next time you open the program the changes you saved will appear. If your response is “no”, then the next time you open the program, the layout will appear as it did on the beginning of the current day before you made any changes. This simple feature is to ensure that you will never accidentally close the program without saving your work.

2.5 Opening an Existing View

- Click on **View** on the Menu Bar

- Click on **Open**. A preloaded selection of Existing View pages will appear.

- Highlight one of these.

- Click **Ok**.

- The existing view will then automatically open and be displayed.

2.6 Creating a New View

- Click on **View** on Menu Bar

- Click on **New**.

- A new view will then automatically open and be displayed.

- Another way is to navigate to the view area at the right bottom corner of the screen, right click and select **New**

You have effectively given yourself a clean slate with no preset settings or windows. This enables you to create a personalized custom view suited specifically to your own needs. You are then free to choose which windows to open and more importantly which windows not to open.

2.7 Saving a View

After you have created a view to your satisfaction you will need to save it:

- Click on **File** on Menu Bar

- Click on **Save As**. A ”Save View As” window will open asking you to name your new view.

- **Name** your newly created view.

- Click **Ok**.

- Another way is to navigate to the view area at the right bottom corner of the screen, right click and select **Save**

It is also important to remember that whenever a change is made to an existing view, you must save those changes:

- Click on **File** on Menu Bar

- Click on **Save View**.

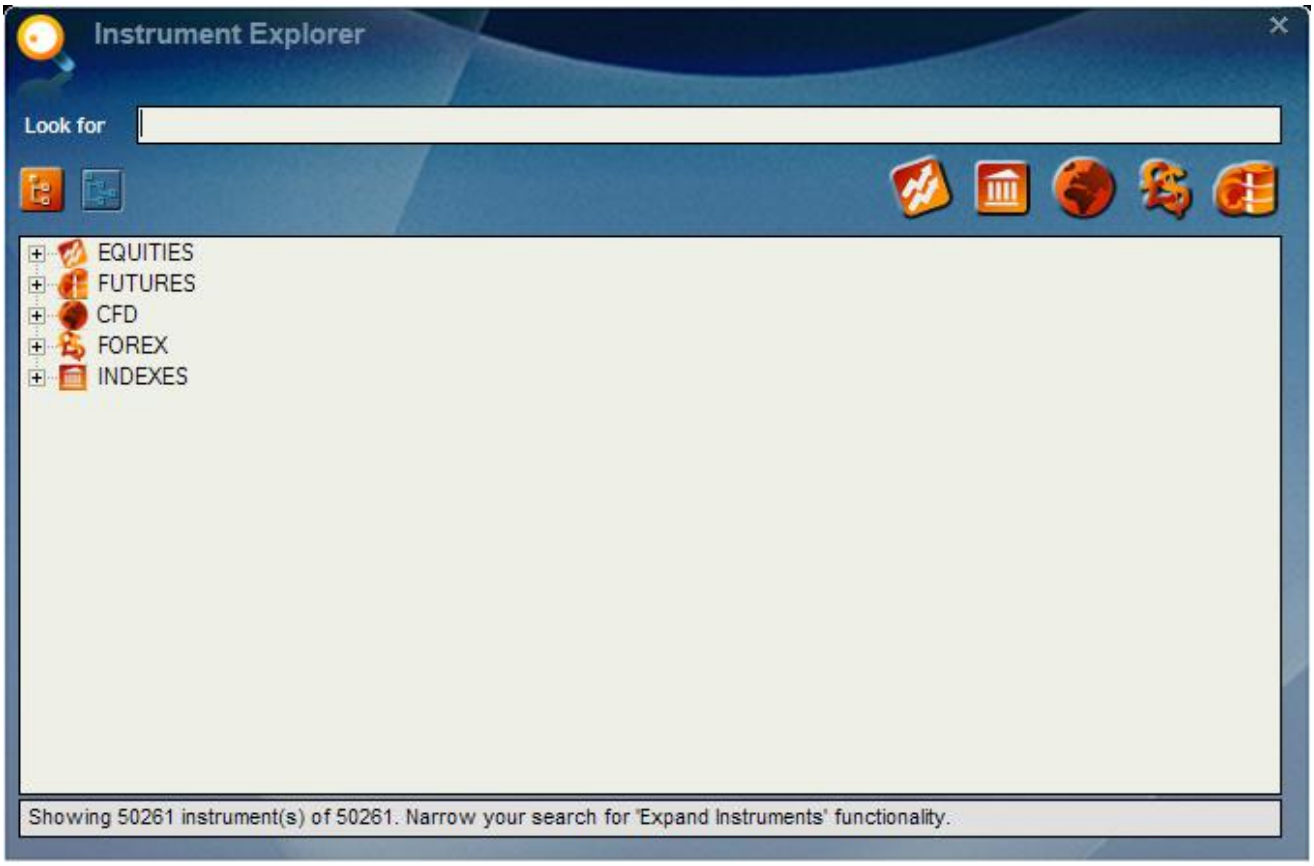
Whenever you exit the program you will be asked if you would like to save the existing view before closing. If your response is “yes” then all changes made during your trading day will be saved and the next time you open the program the changes you saved will appear. If your response is “no”, then the next time you open the program, the view will appear as it did on the beginning of the current day before you made any changes. This simple feature is to ensure that you will never accidentally close the program without saving your work.

2.8 Navigating panes

Each view contains 6 panes, any pane size can be modified by dragging it borders horizontally or vertically. You can achieve that by dragging the mouse cursor to any border line, when the mouse cursor icon changes to a vertical or horizontal line display, press an hold the mouse click and appropriately adjust the size of the pane. A rapid double click by the mouse will maximize the pane automatically. To minimize the enlarged pane, double click again.

Object in panes can be freely dragged and dropped between panes and easily swapped with each other. i.e. dragging one object to a pane containing another object will replace the panes with each other. The design is very intuitive and easily controllable to satisfy any customizable need.

3. Instrument Explorer



Most efficient way to add products is via the instrument explorer.

- Click on **Tools** on Menu Bar

- Click on **Instrument Lookup**

- Type full name of the product in the **look for**

- Click on the plus sign to expand product list

- Click on product type icons to deactivate and limit the search criteria

The instrument lookup can also be accessed directly from the Quote list and charts modules.

4. Quote List

Quote List

Symbol	Description	Type	Currency	Bid Vol.	Bid	Ask	Ask Vol.	Last	Last Vol.	High	Low
AAPL.O	APPLE INC. COMMON ST	Stocks	USD	100	411.17	411.21	200	411.19	100	411.68	409
MSFT.O	MICROSOFT CORPORATION	Stocks	USD	3500	26.49	26.5	37600	26.49	100	26.54	26.39
GOOG.O	GOOGLE INC.	Stocks	USD	200	659.46	659.66	100	659.5	100	661.4	652.37
ORCL.O	ORACLE CORPORATION - C	Stocks	USD	8900	26.36	26.37	12000	26.36	100	26.66	26.2
AMZN.O	AMAZON.COM INC. COM	Stocks	USD	100	177.17	177.26	100	177.2301	100	177.91	175.55
INTC.O	INTEL CORPORATION CO	Stocks	USD	1400	24.72	24.72	1500	24.72	200	24.85	24.6
EBAY.O	EBAY INC. COMMON STO	Stocks	USD	1900	30.85	30.86	200	30.86	148	31.11	30.76
RIMM.O	RESEARCH IN MOTION LIM	Stocks	USD	11000	14.84	14.85	1700	14.849	200	15.05	14.78

The Quote list corresponds to the instrument watch list.

- To open a Quote list :
  - Click on **Tools** on Menu Bar
  - Click on **Quotes**

- Adding products to the quote list can be by multiple methods:
  1. Right click on the first row of the Quote list and select the instrument lookup
  2. Type in the instrument code directly into the first cell of the quote list (Circled in red)
  3. Drag any instruments code to the quote list
  4. Copy and paste the instruments code to the first cell

- Removing products can be by simply right clicking on the product and deleting it.

- Column can be added and removed from the quote list from the **Quote setting**, accessed also by right clicking in the first row of the Quote list

- Additional product information can be accessed by right clicking on the product and selecting **Instrument Information**

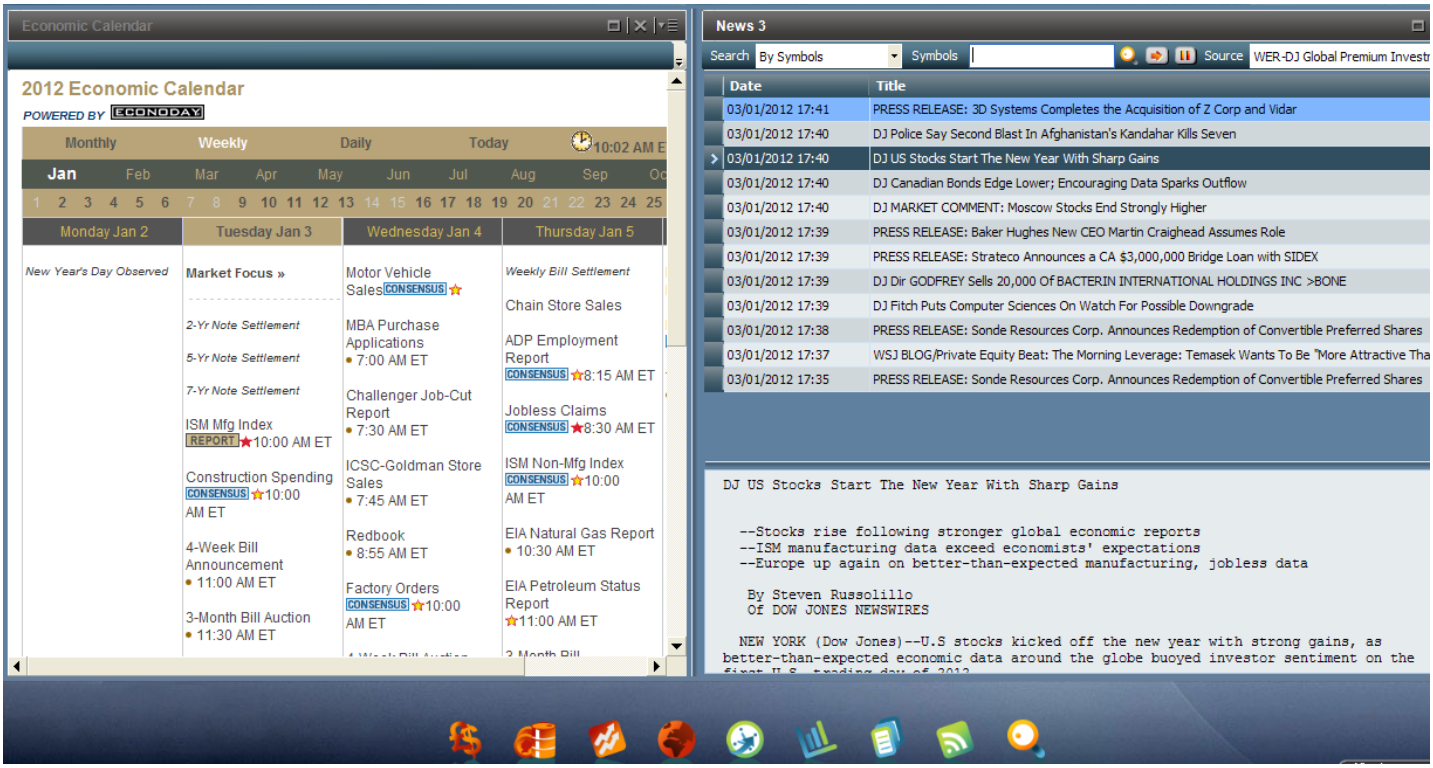
- Options related to products can be accessed by clicking on the product and selecting **Option Prices**

- Charts for instruments can be accessed by clicking on the product and selecting **Chart**

- News related to products can be accessed by clicking on the product and selecting **News**

- Trading the instrument directly from quote list is achieved by either:
  1. Right clicking the product and selecting Trade or
  2. Double click on the product's (Bid, Ask, Bid volume, Ask volume) fields, this will directly open a trading ticket

5. News and Economic Calendar


Economic Calendar
2012 Economic Calendar
POWERED BY ECONODAY
Monthly
Weekly
Daily
Today
10:02 AM E
Jan Feb Mar Apr May Jun Jul Aug Sep Oc
Monday Jan 2
Tuesday Jan 3
Wednesday Jan 4
Thursday Jan 5
New Year's Day Observed
Market Focus »
2-Yr Note Settlement
5-Yr Note Settlement
7-Yr Note Settlement
ISM Mfg Index
REPORT 10:00 AM ET
Construction Spending
CONSENSUS 10:00 AM ET
4-Week Bill Announcement
• 11:00 AM ET
3-Month Bill Auction
• 11:30 AM ET
Motor Vehicle Sales CONSENSUS
MBA Purchase Applications
• 7:00 AM ET
Challenger Job-Cut Report
• 7:30 AM ET
ICSC-Goldman Store Sales
• 7:45 AM ET
Redbook
• 8:55 AM ET
Factory Orders
CONSENSUS 10:00 AM ET
Weekly Bill Settlement
Chain Store Sales
ADP Employment Report
CONSENSUS 8:15 AM ET
Jobless Claims
CONSENSUS 8:30 AM ET
ISM Non-Mfg Index
CONSENSUS 10:00 AM ET
EIA Natural Gas Report
• 10:30 AM ET
EIA Petroleum Status Report
11:00 AM ET
News 3
Search By Symbols
Symbols
Source WER-DJ Global Premium Investr
Date
Title
03/01/2012 17:41 PRESS RELEASE: 3D Systems Completes the Acquisition of Z Corp and Vidar
03/01/2012 17:40 DJ Police Say Second Blast In Afghanistan's Kandahar Kills Seven
03/01/2012 17:40 DJ US Stocks Start The New Year With Sharp Gains
03/01/2012 17:40 DJ Canadian Bonds Edge Lower; Encouraging Data Sparks Outflow
03/01/2012 17:40 DJ MARKET COMMENT: Moscow Stocks End Strongly Higher
03/01/2012 17:39 PRESS RELEASE: Baker Hughes New CEO Martin Craighead Assumes Role
03/01/2012 17:39 PRESS RELEASE: Strateco Announces a CA $3,000,000 Bridge Loan with SIDEX
03/01/2012 17:39 DJ Dir GODFREY Sells 20,000 Of BACTERIN INTERNATIONAL HOLDINGS INC >BONE
03/01/2012 17:39 DJ Fitch Puts Computer Sciences On Watch For Possible Downgrade
03/01/2012 17:38 PRESS RELEASE: Sonde Resources Corp. Announces Redemption of Convertible Preferred Shares
03/01/2012 17:37 WSJ BLOG/Private Equity Beat: The Morning Leverage: Temasek Wants To Be "More Attractive Tha
03/01/2012 17:35 PRESS RELEASE: Sonde Resources Corp. Announces Redemption of Convertible Preferred Shares
DJ US Stocks Start The New Year With Sharp Gains
--Stocks rise following stronger global economic reports
--ISM manufacturing data exceed economists' expectations
--Europe up again on better-than-expected manufacturing, jobless data
By Steven Russolillo
Of DOW JONES NEWSWIRES
NEW YORK (Dow Jones)--U.S stocks kicked off the new year with strong gains, as better-than-expected economic data around the globe buoyed investor sentiment on the

- To view news/economic calendar
  - Click on **Research** on Menu Bar
  - Click on **News/ Economic Calendar**

- Search news by instrument symbol or by keywords

- Toggle and query calendar by date and or announcements

6. Charts

- To open a chart :
  - Click on **Tools** on Menu Bar
  - Click on **Charts**

- Adding products to the quote list can be by multiple methods:
  1. Right click on the first row of the Quote list and select the instrument lookup
  2. Type in the instrument code directly into the first cell of the quote list (Circled in red)
  3. Drag any instruments code to the quote list
  4. Copy and paste the instruments code to the first cell

- Changing the chart period, scale, and type is all achieved through predefined drop lists In the chart header

- accessing drawing tools, overlays, studies, color customization , and chart options is achieved by right clicking in the chart area

7. Placing orders

- The most efficient way of opening a trading ticket is directly from the quote list
  - Right Click on the product and select **Trade** or
  - Double click on the product's (Bid, Ask, Bid volume, Ask volume) fields
  - Other methods is to Click on **Trade** on Menu Bar and then selecting the appropriate trade type ticket

- The order window pops up

- Make the necessary changes to you ticket by setting the quantity , price, and type of order

- Press on the Buy or Sell to place the order

- Then confirm the order

- You can set a default quantity for all your orders by clicking the 'Save Quantity as standard' checkbox on the ticket, on each preceding order, the quantity will automatically be filled by your choice, you will still have the ability to modify.

8. Order Management

Entered On	Order Id	Instru...	Curr.	Side	Qty.	Qty. Trd.	Qty. Rem.	Price	Price 1	Price 2	Type	Validity	Status	Client Id	Placed By
03/01/2012 16:50:36	0000017124	C.N	USD	Buy	10	10	0	27.61	-	-	Market	DAY	F	222	222
08/12/2011 12:56:44	0000016962	GCo1.CX	USD	Buy	2	2	0	1741.10	-	-	Market	DAY	F	222	222
05/12/2011 10:25:48	0000016944	GCo1.CX	USD	Sell	1	1	0	1744.70	-	-	Market	DAY	F	222	222
05/12/2011 10:25:41	0000016941	CLo1.NX	USD	Sell	1	1	0	101.46	-	-	Market	DAY	F	222	222
05/12/2011 10:08:24	0000016938	GCo1.CX	USD	Buy	1	1	0	1745.90	-	-	Market	DAY	F	222	222
05/12/2011 10:08:15	0000016935	CLo1.NX	USD	Buy	1	1	0	101.48	-	-	Market	DAY	F	222	222
02/12/2011 12:12:45	0000016926	PCI.L	GBP*	Buy	10	-	10	7.00	-	-	Limit	DAY	C	222	222
02/12/2011 12:12:14	0000016928	C.N	USD	Buy	500	500	0	27.42	-	-	Limit	T. 02/12/2011	F	222	222
29/11/2011 20:00:39	0000016883	SOLAq.L	USD	Sell	1	0	1	14.50	-	-	Limit	DAY	E	222	222
29/11/2011 13:09:37	0000016880	SOLAq.L	USD	Buy	1	1	0	13.50	-	-	Market	DAY	F	222	222
15/11/2011 08:47:45	0000016794	SOLA.BY	USD	Buy	10	10	0	14.05	-	-	Market	DAY	F	222	222
10/11/2011 13:40:00	0000016733	C.N	USD	Buy	10	-	10	25.00	-	-	Limit	DAY	C	222	222
03/11/2011 13:36:54	0000016682	C.N	USD	Buy	1210	-	1210	23.00	-	-	Limit	DAY	C	222	222
03/11/2011 13:35:44	0000016679	C.N	USD	Sell	10	10	0	29.91	-	-	Limit	DAY	F	222	222

- To open the Order Management
  - Click on **My Account** on Menu Bar
  - Click on **Orders**

- Order filtering by user, date, status, validity, currency, type, and market type can be applied through drop down lists on the order Management header.

- Order statuses are also segregated by color
  For the Active, the order color is White
  For the Cancelled and Eliminated/Expired, the color is Grey
  For the complete Filled, the color is Dark Blue
  For the Partial Fill, the color is light Blue
  For the Pending orders, the color is Yellow
  For the Rejected orders, the color is Red

- To modify an Active order, right click on the order and select **Modify**, a trading ticket will pop up, apply the requested changes, press on modify, then confirm .

- To Cancel an Active order, right click on the order and select **Cancel**, a trading ticket will pop up, cancel the order and then confirm

9. Account Management

- To access your Account summary, Statements, & Activity Log
  - Click on **My Account** on Menu Bar
  - Click on **Account Summary, Account Statement, or Activity Log**

- Account Summary displays summaries of your cash details, NAV, Portfolio Value, etc. and lists your portfolio and unrealized Profit or Loss in a Real-time manner.

- Account statement displays all accounting entries on you cash or limit accounts.

- Activity log displays all trading activity.